

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: December 18, 2009

FROM: Louise M. Anderson
Associate Controller - Operations

SUBJECT: Schedule for January/February 2010 Payroll
CPO 10-10

Pay Period#14 Check Date 1/8/10:

There is no change to the normal cut-off for payroll processing, however, this is a pay reduction week. Therefore, we will not be processing any gross retroactive payments. Add-ons, OT adjustments and stipends will be allowed if received in Central Payroll **prior to noon on Thursday, December 31, 2009**. Please hold any gross retroactive payments for processing until pay period #15 (check date 1/22/10).

Pay Period#15 Check Date 1/22/10:

"Sign off" on all payrolls must be completed **no later than 2:00 pm on Tuesday, January 19, 2010**. The Time & Attendance System will be available after 2 PM on Wednesday, January 13, 2010 for posting.

Pay Period#16 Check Date 2/5/10:

There is no change to the normal cut-off for payroll processing, however, this is a pay reduction week. Therefore, we will not be processing any gross retroactive payments. Add-ons, OT adjustments and stipends will be allowed if received in Central Payroll **prior to noon on Thursday, January 28, 2010**. Please hold any gross retroactive payments for processing until pay period #17 (check date 2/19/10).

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.